DATA REQUIREMENTS DESCRIPTION (DRD)

1. **DPD NO.**: XXX   **ISSUE**: Standard
2. **DRD NO.**: **STD/MA-MRD**
3. **DATA TYPE**: 1/3
4. **DATE REVISED**:
5. **PAGE**: 1/3

6. **TITLE**: Major Review Documentation

7. **DESCRIPTION/USE**: Used for conduct of formal technical reviews to evaluate design and status, document baselines, and monitor disposition of action items and Review Item Discrepancies (RIDs).

8. **OPR**: ED03   9. **DM**:

10. **DISTRIBUTION**: See Attachment 2

11. **INITIAL SUBMISSION**: See Attachment 2

12. **SUBMISSION FREQUENCY**: Per technical review

13. **REMARKS**:
14. **INTERRELATIONSHIP**:

15. **DATA PREPARATION INFORMATION**:
15.1 **SCOPE**: Major Review Documentation contains all of the required documentation necessary to support major technical reviews.

15.2 **APPLICABLE DOCUMENTS**: None

15.3 **CONTENTS**: Documentation required for the following technical reviews shall be provided as described in Attachment 1.

Additional documentation to be provided are:
a. Agenda - The agenda shall specify the time and place for the scheduled review, specific review items, supporting documentation, and key participants. Submit approved copies at the review. See Attachment 2.
b. Presentation Charts - Presentation charts shall be submitted at the review. They shall summarize the details contained in the data package and should identify compliance with the contract requirements. See Attachment 2 for distribution and availability of data.
c. Minutes - The minutes shall contain a description of the review with sufficient detail to enable the review to be made a matter of record. The minutes shall include the presentation charts, a listing of RIDs, action items with actionee and suspense (closure) data. See Attachment 2 for distribution and availability of data.
d. RIDs - RIDs showing action items, actionees, suspense dates and closure status shall be submitted. See Attachment 2 for distribution and availability of data.

15.4 **FORMAT**: Contractor format is acceptable.

15.5 **MAINTENANCE**: As required to correct errors and to maintain RID closure status.

1.   <u>System Requirements Review (SRR)</u>

2.   <u>Preliminary Design Review (PDR)</u>

3.   <u>Critical Design Review (CDR)</u>

4.   <u>Acceptance Review (AR)</u>

Tailoring NOTE: Required reviews shall be determined by program/project manager or SOW developer. Data required for each review or inspection shall be added by the program or project manager or SOW developer.

ATTACHMENT 2

Technical Review Documentation
Distribution and Availability of Data

Document	Type	Design Reviews SRR, PDR, CDR (Copies/Availability)	AR ((Copies/Availability)
Agenda	2	One/15 days prior to review	One/15 days prior to review
		Approved copies at review	Approved copies at review
Data Package	3	20/Two weeks prior to review	20/Two weeks prior to review
Presentation Charts	3	One to each attendee at review	One to each attendee at review
Minutes	2	One to each attendee/Within two weeks	One to each attendee/ Within two weeks after review
RIDs (Generated at Review)	2	Five per RID/ Within seven days of closure date	Five per RID/ Within one day of closure date

NOTE to STD/MA-MRD

<u>**Tailoring Instructions:**</u>

Item 8: change the OPR code to the DM code (the originator or Project code).

<u>**Sample Statement of Work words:**</u>

"Manpower, facilities, and data shall be prepared to support the formal reviews required within this scope of work. Data required for each review shall be delivered in accordance with DRD STD/MA-MRD."

NOTE:
These instructions on DRD applicability are not a part of the DRD and should not be included in a DPD.